

# Equal Employment Opportunity (EEO) Policy

## Policy Statement:

[Company Name] is committed to providing equal employment opportunities to all employees and applicants for employment. We believe that a diverse and inclusive workplace encourages innovation, creativity, and collaboration.

## Scope

This policy applies to all aspects of employment, including recruitment, hiring, promotion, compensation, benefits, training, transfer, and termination.

## Policy Guidelines

Employment decisions at [Company Name] are based on business needs, job requirements, and individual qualifications, without regard to:

- Race
- Color
- Religion
- Sex (including pregnancy, gender identity, and sexual orientation)
- National origin
- Age
- Disability
- Genetic information
- Veteran status
- Any other legally protected characteristic

## Reporting and Resolution

Anyone who believes they have experienced or witnessed discrimination, harassment, or retaliation should report the incident to Human Resources. All complaints will be investigated promptly and impartially.

## Responsibility

All managers and employees are responsible for maintaining a work environment free from discrimination and harassment.

## Review

This policy will be reviewed regularly and updated as necessary to reflect changes in the law and best practices.

*Dated: [Date]*

*Approved by: [Authorized Signature]*